

**Letter is sent from the requesting organization or individuals within the organization on official letterhead to:**

Naval Inventory Control Point Mechanicsburg  
Attn: Mr Joseph Bosak  
5450 Carlisle Pike, P.O. Box 2020  
Mechanicsburg, PA 17055-0788

Dear Sir or Madam:

This is to formally request *(actual number needed)* IECA digital certificate(s), so that my company can conduct business with the United States Navy through the Virtual Bidroom Website ([vbr.navsup.navy.mil/virtual/](http://vbr.navsup.navy.mil/virtual/)). My company's CAGE code is *(999999)*.

(Individual IECA certificates within company) accept and agree that the IECA Public Key Infrastructure meets the security requirements for protecting proposals. Further, each certificate user at (Company name) has read and agrees to abide by rules of the IECA PKI.

1. For Individual Certificates within Company: The following individual(s) require a digital certificate:

**Name:**

**Phone Number:**

**E-mail Address:**

I/We understand that Mr. Joseph Bosak, the Registration Authority, (or his designated representative) will validate our company's request. It is further understood that Mr. Bosak (or his designated representative) will contact the individual(s) above for validation.

Sincerely,

(Signature)  
(Official Title)